

2009/2010  
**Course Catalog**  
Belleville Campus



LINDENWOOD  
LINDENWOOD UNIVERSITY    BELLEVILLE, ILLINOIS

# Lindenwood's Mission Statement

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Lindenwood University offers values-centered programs leading to the development of the whole person – an educated, responsible citizen of a global community.

Lindenwood is committed to

- providing an integrative liberal arts curriculum,
- offering professional and pre-professional degree programs,
- focusing on the talents, interests, and future of the student,
- supporting academic freedom and the unrestricted search for truth,
- affording cultural enrichment to the surrounding community,
- promoting ethical lifestyles,
- developing adaptive thinking and problem-solving skills,
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

# Academic Programs — Belleville Campus

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## Degrees Offered at Lindenwood University- Belleville Campus

### **Bachelor of Science Degree**

Business Administration  
Criminal Justice  
Health Management  
Human Resource Management

### **Bachelor of Arts Degree**

Communications

### **Master of Science Degree**

Criminal Justice  
Health Management  
Human Resource Management

### **Master of Arts Degree**

Business Administration  
Communications  
Education  
Educational Administration  
Educational Specialist Degree  
Professional Counseling

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# Introduction to the Belleville Campus of Lindenwood University

This catalog contains a description of the undergraduate program offered on the Belleville Campus of Lindenwood University. All statements in this publication concerning policies, program requirements, fees and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the university.

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The university complies with the Civil Rights Act of 1964 and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment, and intimidation is unacceptable conduct. For the purpose of this policy, discrimination, harassment and intimidation may be defined as any attempt on the part of individuals, groups and recognized campus organizations to deny an individual or group those rights, freedoms or opportunities available to all members of the university community. The university is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University's policy on non-discrimination should be directed to the university's vice president of human resources.

Lindenwood University complies with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Act of 1990 (final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), as amended, including Section 507 of the USA Patriot Act of 2001, and seeks to provide a healthy, safe and secure environment for students and employees.

Lindenwood is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the Missouri Department of Elementary and Secondary Education and is a member of the Teacher Education Accreditation Council. Lindenwood University is authorized to grant bachelor's, master's, education specialist and doctor of education degrees.

## The Mission of Lindenwood University

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## Historic Lindenwood University

Amid the beautiful linden trees, the main campus of Lindenwood University was founded in 1827 by innovative pioneering educators Mary Easton Sibley and Major George Sibley. They sought to establish an institution that reached across all fields of knowledge, teaching a solid academic core along with the balanced sense of self worth that accompanies dedication to the larger community and the world—an institution that was always up-to-date and with the times in teaching both the breadth of the liberal arts and the attention to detail of the sciences, seeking to synthesize all knowledge in an effort to educate the whole person. Lindenwood University serves full- and part-time students of all ages, with a wide variety of educational programs leading to baccalaureate and master's degrees. This academic year, 2009-2010, Lindenwood University will serve more than 15,000 full-time and part-time students. More than 3,650 of these students will live on the university's beautifully wooded campus in St. Charles.

## The Belleville Campus of Lindenwood University

The Belleville Campus is one of 10 off-site locations for the university's adult evening programs leading to baccalaureate and master's degrees.

Lindenwood University and Belleville leaders first came together in 2001 to make the dream of a four-year university in Belleville a reality. Following the completion of key partnership agreements and state approval, the university took ownership of the former Belleville West High School in 2003.

That same year, Lindenwood began master of arts programs in education and in educational administration. Other programs were also launched through the school's College for Individualized Education (LCIE) program, an evening-based accelerated format designed for working adults.

In 2004, the university received approval to offer both bachelor's and master's degree programs in business administration, human resource management, corporate communication, criminal justice, and professional counseling. By the end of the year, nearly 340 students were enrolled in classes. In 2005 Belleville Main Street named the region between 6th and 28th Streets "Belleville College District."

In addition to strengthening academic offerings, Lindenwood launched the first phase of an aggressive three-phase campus restoration. A \$2 million renovation of the campus auditorium's interior was completed in 2005, and it was formally named "Lindenwood University Auditorium Belleville."

As updates and remodeling continued in 2006, the Illinois State Highway Patrol announced plans to construct a regional crime laboratory on university property; the school entered into discussions with local agencies regarding the launch of a campus-based cable station, and a partnership agreement was finalized with Kaskaskia College to deliver degree program coursework in Centralia, Ill.

With the student population at 1,000 in 2007, Lindenwood moved forward with more renovations to accommodate its rapidly expanding student population. Ten classrooms and 100 additional parking spaces were added, and the newly refurbished boys' and girls' gymnasiums were rented to area schools and agencies.

In 2008, enrollment increased at the Belleville campus to more than 1,200 students, making it the largest extension site in the Lindenwood network. An additional 125-space parking lot was completed on the west side of campus, exterior work was completed on the school's cafeteria building, and 22 classrooms were refurbished, all of which were equipped with the latest instructional technology.

The university also unveiled plans to construct a new welcome center adjacent to the auditorium, which was the recipient of a 2008 Historic Site Award from the St. Clair County Historical Society. The auditorium also became home to a Steinway piano as Lindenwood joined a select group of All-Steinway schools.

Lindenwood announced plans in late 2008 to offer daytime classes at the Belleville campus beginning in the fall of 2009. As daytime cafeteria services are added, campus housing offered, and programs expanded, student enrollment is anticipated to increase to more than 5,500 during the next decade.

### Program Format

The Belleville day program was established to meet the needs of students who seek to complete four-year degrees. This degree completion program is created to assist junior/senior-level students in completing a bachelor's degree in business administration, communications, criminal justice, health management, and human resource management.

In addition, students in the evening program may also complete bachelor's and master's degrees in business administration, communications, criminal justice, education, educational administration, educational specialist, health management, human resource management, and professional counseling.

### Lindenwood Campus Locations

**Belleville Campus:** Located at 2600 West Main Street in Belleville, Ill., the 22-acre Belleville site has more than 50 classrooms, including science labs, computer labs, and multipurpose classrooms. Those interested should call 618-222-1050.

**St. Charles Campus:** Located at 209 South Kingshighway in the heart of St. Charles, this 500-acre site is the original campus founded by Major George and Mary Easton Sibley. Historic buildings grace the tree-lined walks and house classrooms, administrative offices and residential living. Those interested should call 636-949-4949.

**Westport Campus:** Located in the 12000 Building, 11960 Westline Industrial Drive, Suite 250, in west St. Louis County, this facility meets the needs of working adults enrolled in undergraduate and graduate programs of the Lindenwood University evening division. Classrooms and administrative offices are housed in a modern, air-conditioned facility with ample free parking. Those interested should call 314-275-2233.

**North County (Florissant) Campus:** Students in the Florissant area can take classes conveniently at 4500 Washington Ave. Those interested should call 314-878-7653.

**St. Louis City Campus:** Located at 1409 Washington Avenue, the campus is strategically located to meet the needs of downtown residents as well as workforce commuters. This thoroughly modern facility opened in January of 2009 and

serves both undergraduate and graduate evening students. Those interested should call 314-621-1179.

**O'Fallon Campus:** Located on the administrative campus of the City of O'Fallon, Mo., at 100 N. Main St., this center represents a partnership with the city of O'Fallon, providing classroom education and encompassing a variety of cultural and athletic activities. Those interested should call 636-379-5800.

**Wentzville Campus:** Located at 1102 East Pitman, the Wentzville site serves students in Lincoln, Warren, and western St. Charles counties. The site offers undergraduate and graduate programs designed to meet the needs of adult students. Those interested should call 636-332-0847.

**South County Campus:** Located on the campus of St. Anthony's Medical Center in the Hyland Educational Center at 10020 Kennerly Road, the South County Education Center meets the needs of working adults by offering evening undergraduate and graduate degree programs. Classrooms and administrative offices are housed in a modern, air-conditioned facility with ample parking. Those interested should call 314-525-1380.

**Lindenwood University Higher Education Center of Lincoln County:** Located at 995 Main St. in Moscow Mills, this center has four classrooms with traditional schoolhouse decorum. The center includes a computer laboratory for technology classes. Those interested should call 636-332-0847.

**Weldon Spring Campus:** Located at 7295 Highway 94 South, the Weldon Spring site is housed in the former office complex of the Department of Energy. Generous parking and classroom space characterize this facility, which serves the Chesterfield area as well as the Technology Corridor along Highway 40/61. Those interested should call 636-300-4303.

**Boone Campus:** The site of the Boone Home and Boonesfield Village is located on Highway F near Defiance, Mo., approximately 40 minutes from Lindenwood's main campus. This historic landmark merged with Lindenwood University in 1998. The 1,000-acre Boone property, with its rich heritage and historic buildings and features, remains a popular St. Charles County tourist attraction. The campus also serves as a "laboratory" for students to study a variety of frontier-related programs, including the values, culture and history of the American frontier. Classes held at the site include historic preservation, frontier crafts, interpretation, museology, and archaeological digs. The tourist component provides for internships and practica in nearly every major in the Lindenwood curriculum, from accounting and marketing to theatre and education. In addition to the above, the university provides onsite instruction at a number of businesses and school districts in the region. Those interested should call 636-798-2914.

## Undergraduate Admissions

### Admission Standards

The standards of admission to Lindenwood University are selective, yet flexible. We expect our applicants to have a sound academic preparation for college, and we carefully examine each applicant's record to determine whether or not the student has the potential to be successful at Lindenwood. Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to our campus.

## Application Procedures

To be considered for admission to the university, an applicant's file must include each of the following documents:

1. Online or paper application sent with the non-refundable \$30 application fee. Students should attach a personal resume indicating community service, youth leadership, clubs, organizations and non-academic experiences.
2. Transfer students may not be required to submit their high school transcripts. Students wishing to transfer credit from a regionally accredited institution should request official university transcripts at the time they apply for admission to Lindenwood University. Candidates who do not have a high school diploma or its recognized equivalent must achieve a passing score on an approved "ability to benefit" assessment test.

Provisional admission to the university may be granted by the dean of admissions on the basis of facsimile copies of high school transcripts, ACT/SAT scores, GED scores, and/or other university transcripts.

## International Students

All international students are requested to submit the following documents:

- A. International Student Application (<http://www.lindenwood.edu/admissions/docs/international%20application.pdf>) The application must be submitted along with a non-refundable \$100 application fee. Graduate applicants must enclose a copy of their resumes along with their applications.
- B. Affidavit of Support—Students should provide an official document or statement from their bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance). All documents must be in English.
- C. Official Transcripts. Undergraduates must submit certified copies of high school transcripts and college transcripts. If the transcript is from a U.S. school, the transcripts must be original and sent directly from the U.S. institution. Graduate candidates must submit certified copies of college transcripts, which include evidence that a baccalaureate degree has been earned. Transcripts must be in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the application brings in the receipt for the evaluation service.

If transfer credit is requested from an overseas school, the student should submit his/her transcripts and translations to World Evaluation Services (WES) for evaluation. Applicants should contact WES for more information about how to get transcripts evaluated and make sure to list Lindenwood University as the recipient. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records.
- D. Personal Statement (Essay)—Students should each complete an essay concerning their education plans. For example, the essay may include why the student wishes to further his/her education, long term goals he/she possesses, or a special experience in his/her life.
- E. Passport—Students must each provide a clear, readable copy of the identification page of their passports.
- F. Insurance—All students must be insured while studying in the United States. Lindenwood University does not provide

insurance for students. Students may carry any health insurance policy they choose.

- G. Transfer Procedure—If transferring from another university within the United States, students should forward the transfer paperwork found in the student application to their schools' officials for processing.

Students should send all required documents and any other relevant information to complete the application to Lindenwood University, International Office, 209 S. Kingshighway, St. Charles, MO 63301-1695. The e-mail address is [international@lindenwood.edu](mailto:international@lindenwood.edu). The phone number is (636) 949-4982, and FAX is (636) 949- 4108.

## Undergraduate Academic Procedures

Lindenwood's Belleville program offers the bachelor of science and arts degree at the undergraduate level. Specific degree requirements are listed in the appropriate sections of the catalog. Major requirements are listed along with the courses of instruction in the sections following the description of degree requirements.

### Bachelor's Degree Requirements

The requirements for a bachelor's degree are as follows:

1. Successful completion of a minimum of 128 semester hours, at least 42 of which must be in upper division courses, numbered 300 or above.
2. Successful completion of the requirements for one of the undergraduate majors offered by the university, at least 50 percent of which must be taken at Lindenwood University.
3. A minimum cumulative grade point average of 2.0 in all courses taken at Lindenwood University, as well as in the student's major, concentration emphasis, and minor, with at least half of the credits for the major being earned at Lindenwood. Overall cumulative GPA is a continuous representation of grades received for all courses taken at Lindenwood University.
4. Successful completion at Lindenwood University of the last 36 credits leading to the degree.
5. Successful completion of the general education courses requirement for a bachelor's degree listed later in this catalog.

### Transfer Credits from Another University

Students transferring from a regionally accredited university should submit official transcripts from each university attended to the Belleville Office of Admissions along with the application for admission. An evaluation of transfer credit will be made by the registrar only after all official documents have been received.

All hours accepted in transfer must be from regionally accredited colleges and universities, except in rare cases. Students may contact the associate dean of academic services for a list of non-accredited institutions from which credit is accepted.

In order to count toward graduation, all credits earned must be at the 10000 level or above. Remedial courses will not be accepted by the university. Transfer credits numbered 30000 or higher from a four-year regionally accredited institution will also count toward the 42 hours of 30000-level credit required for graduation. All credits transferred from other colleges or universities will be added to the Lindenwood University transcript and will be counted in the total number of hours earned. If courses contain similar or like content and credit and a passing grade has been earned, they will transfer as equivalents of Lindenwood's courses and credits.

If the content is unlike any course offered at Lindenwood

but within our programmatic range of studies, elective credit may be granted. If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of technical credit may be granted. The appropriate department will determine if and how the evaluated transfer credit may be used to meet major and minor requirements.

Appeals of transfer credit evaluations should be submitted in writing to the provost.

LU will accept all grades of D or better in transfer except in the case of courses deemed equivalent to Eng 15000 and Eng 17000, which must be grades of C or better. A grade of D will be counted for general education and elective courses. A student transferring to LU with a D in a major course or a major course prerequisite may be required to retake the course at LU; this decision will be based on department policy. Decisions concerning requirements to retake courses will be left up to the program manager (or dean if the program manager is unavailable) who has authority over that major. If a transferred course in which a D is earned is retaken, the transferred course credit will be removed from the transcript.

Course credit (hours) will be transferred to Lindenwood. Grades earned at other colleges will be made available in the CAMS system for advising purposes but not computed into the LU GPA.

### **Lionmail**

All Lindenwood students are given a Lionmail account (campus email) and they should check that account at least weekly. Students are responsible for meeting all deadlines sent via Lionmail. Students can access their Lionmail accounts by going to the Lindenwood University website (belleville.lindenwood.edu) and clicking on the Lionmail icon. Students may also register online, check their schedules, grades, transcripts, statements, and financial aid status via the student portal. Portals are accessed by clicking on the portal icon on the webpage.

### **Internships**

Internships are available in most areas of study and provide the opportunity for students to obtain academic credit through an out-of-classroom work experience. Each academic division publishes its standards for eligibility to undertake an internship. Standards vary by program. Students interested in applying for an internship should contact their faculty advisors for additional information. Internships are typically worth between one and three semester hours of credit and are billed at the current tuition rate per semester hour.

### **Course Numbers**

Course numbers used at Lindenwood indicate the following:

05100-05300	A skill development course
10000-19900	An introductory course open to all students without prerequisites
20000-29900	A more specialized course normally open to all students
30000-39900	Advanced courses normally having prerequisites
40000-49900	Senior level courses
45000	Internship
50000-60000	Graduate courses

### **Dismissal**

The university reserves the right at any time to request the withdrawal of a student who is unable to meet academic standards or whose continuance in the university is felt to endanger the student's own health or well-being or that of others or who does not observe the social regulations and standards of conduct of the university.

### **Grading System**

Students may receive grades of A, B, C, D, F, W, WP, WF, AW, AF, NG, I and Audit. A mark of "A" represents work outstanding in quality; it indicates that the student has shown initiative, skill and thoroughness and has displayed originality in thinking. The "B" grade is awarded for work of high quality, well above average. The grade of "C" indicates average work and satisfactory completion of course requirements. The "D" grade represents work below the average in quality. Although this grade indicates minimal capability in a subject, credit is given. An "F" grade indicates one's coursework has been unsatisfactory and no credit is given.

An undergraduate student who has received a "D" or "F" in a course may repeat the course. Only the second grade earned will be used in the calculation of the grade point average.

A grade of "I" (incomplete) is given at the end of a semester only for failure to complete the course work because of exceptional circumstances beyond the student's control. An incomplete is not an alternative for the student who is failing the course or who has excessive absences. An incomplete is not an option for the student who has consistently missed or been tardy with assignments. A student should have attended all class meetings to date and should be relatively current with the assignments in order to qualify for the extension afforded through an incomplete grade. Students must contact their faculty advisors for additional information about an incomplete grade in a class. Incomplete grades not made up by the end of the next term automatically become "F's."

Grade reports are issued to all students at the end of each term and may be accessed through the student portal. Deficient ("D") and Failing ("F") warning notices are sent to undergraduate students, their advisors, and the appropriate academic dean at both the 4-week mark and the midterm period. Cumulative records are maintained for each student on individual transcripts. Lindenwood University operates under the 4.0 grading system. An "A" carries 4 quality points; a "B," 3 quality points; a "C," 2 quality points; a "D," 1 quality point. A grade of "F" carries no quality points and no credit. Thus, a course worth 3 semester hours in which a student earned an "A" would merit 12 quality points.

The grade point average is computed by dividing the total number of quality points earned by the total number of hours attempted. Only grades earned at Lindenwood are used in computing the GPA, unless the student is seeking teacher certification.

### **Grade Notification**

Lindenwood University employs an integrated database system called CAMS. Grade cards are available through the portals, as are transcripts, class schedules, and information about the business office statements and financial aid. Because grade reports are available online to all students, Lindenwood University will no longer mail reports to students.

If a student needs a copy of his/her grades for work reimbursement, a copy of his/her grades can be printed by the student from his/her portal and submitted for reimbursement. If the student's workplace will not accept the printed copy, the student should submit a written request to Barry Finnegan, dean of Academic Services (bfinnegan@lindenwood.edu) and a copy will be sent. The request should include the mailing address to which the report should be sent, student ID, term for which grades are requested, signature, and a call back number. The request can be FAXed to 636-949-4776.

If students have any questions about their lionmail accounts or their student portals, they can contact their advisors or CAMSSupport@lindenwood.edu.

### **Withdrawals**

1. The deadline for withdrawals shall be a date for each term as set annually on the academic calendar: This date is typically eleven weeks into the semester term. Students should refer to the Withdrawal and Refund section of this catalog.
2. Students must complete a withdrawal form and secure the instructor's and advisor's signature for approval.

Students who are permitted to withdraw from a course before the deadline will receive a grade of either "WP" (withdraw passing) or "WF" (withdraw failing). Neither grade will affect the student's grade point average.

Late withdrawals will be approved only under extreme circumstances. Requests for late withdrawal will NOT be approved for the following reasons: inability to master or keep up with course assignments, a lower grade than desired, or discovery that one does not need the course to complete a degree or enter graduate school.

### **Attendance Failure (AF)**

This grade is for use when students stop attending a particular class prior to the published deadline to receive a grade of WP or WF but do not withdraw from the course. The grade of "AF" is treated as a grade of "F" in the calculation of the student's grade point average.

### **Administrative Withdrawal**

When in the best interest of a student or Lindenwood University, a student may be given an Administrative Withdrawal (AW) from his or her classes. A grade of AW results in removal of all credits associated with the affected classes and places the student on administrative suspension. Before re-enrolling at the university, the student on administrative suspension must write a letter of appeal to the provost. A grade of AW does not affect one's grade-point average.

### **No Grade**

An administrative grade of NG is assigned by the registrar when final course grades have not been submitted prior to finalizing term grades. Under normal circumstances, the NG grade will be cleared within two weeks from the end of the term. Faculty members are not authorized to submit a grade of NG.

### **Suspensions**

Students who are suspended for financial aid reasons will be suspended for academic cause as well, even if they do not meet the usual term-based criterion for academic suspension.

Semester students will be given a specific date by which to appeal. If the appeal is not received and approved within that time limit, the student will be dropped from all current and future classes. Faxed, emailed, mailed, or delivered appeal letters will be accepted.

In addition to regular mail notification, the suspension letter will be e-mailed to the student's LU e-mail account by the Registrar.

### **Grievance Procedure**

Students who wish to appeal a final grade will normally first contact the course instructor. If the matter cannot be resolved at that level, the student may appeal in writing to the dean of the Belleville campus or the provost. An Academic Grievance Committee may be convened to hear academic grievances concerning grades and other academic matters before a recommendation is made to the president for review by the president or his designee. Information concerning these procedures is available through the provost. Notice of intent to file a grievance must be made in writing to the dean of the Belleville campus or provost within six weeks of receipt of the grade. Changes under this procedure will only be made during the term immediately following the term in which the disputed grade was given.

Lindenwood University shares information from students' formal written complaints with the North Central Association of Colleges and Schools as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complainants will be shared without the express written permission of the complainants.

Lindenwood University has a number of appeals and grievance processes in place (see, e.g., the process for "Appeal of Financial Aid Suspension") in various university publications. Once these normal appeals and grievance procedures have been exhausted, students may make formal written complaints concerning academic matters to the provost and those complaints concerning student services to the dean of the Belleville campus. All other formal written student complaints should be directed to the president's office.

### **Honors**

The Lindenwood faculty awards general honors to those undergraduate students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 60 semester hours in residence at Lindenwood University. "In residence" hours are produced by taking graded Lindenwood courses. Transfer and experiential learning credits do not count as "in residence" semester hours. Students whose Lindenwood cumulative grade point averages fall within the following ranges are eligible:

- The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree cum laude.
- The student whose cumulative grade point average is between 3.86 and 3.93 receives the degree magna cum laude.
- The student who achieves a cumulative grade point average of 3.94 or above receives the degree summa cum laude.

### **Re-Enroll/Stop Out**

Students who leave Lindenwood University for one term or more will need to meet with an admissions counselor to complete the re-admission process, which will include a review of major requirements and scholarship awards. Students who were suspended at the time they left the university will need to submit a letter of appeal to the Provost/Vice-President for Academic Affairs.

Students who know in advance that it will be necessary to stop out for one semester may complete an In Absentia Status Request form available either through financial aid or



admissions. This form will document that the student requested and was granted a one-semester leave from study at Lindenwood University and that the student will not be required to go through the usual readmission process.

### Classification of Students

Academic progress is calculated in semester hours. To be classified as a sophomore, a student must have successfully completed at least 24 hours. To be classified as a junior, a student must have successfully completed at least 54 hours, and to be classified as a senior, the student must have successfully completed at least 84 hours. The classification of a student is changed only at the end of a regular university semester or term.

### Scholarship Standards

The following standards of scholarship have been established by the faculty of Lindenwood University:

1. To qualify for graduation, an undergraduate student must attain a cumulative grade point average no lower than 2.00. Failure to maintain established standards of scholarship will result in probation, suspension, or dismissal from the university.
2. An academic warning will be given to any student not suspended or placed on probation whose term G.P.A. is below 2.00.
3. A student will be placed on probation at the end of any term in which he/she falls below the established standards. If that standard is not attained by the end of the following term, the student may be suspended or dismissed from the university.
4. A student enrolled in 6 or more credit hours who fails to achieve a 1.00 average in the course work of any term will be suspended.
5. A student on academic probation may not receive a grade of incomplete (I).
6. A student who has earned 0-24 credits must attain a 1.60 grade point average. A student who has earned 25-54 credits must achieve a 1.80 average. A student who has earned 55-84 credits must achieve a 1.90 average, and a student who has earned 85 or more credits must attain at least a 2.00 in order to maintain acceptable academic progress. Failure to make the aforementioned academic progress will result in academic probation.

Academic probation means that a student is not in good standing and is subject to suspension or dismissal if the student's work does not reach a satisfactory level.

Academic suspension is normally for one term. A student who has been suspended may apply for re-admission. Re-admitted students will enter on probation and be obligated to the requirements in the catalog in effect at the time of the readmission.

Any re-admitted student failing to achieve the necessary grade point average by the end of the second term after readmission may be permanently dismissed from the university.

Appeals of academic suspension and petitions for readmission should be directed to the provost for review by the president or his designee. A listing of requirements that must be met in writing in order for an appeal to be resolved will be sent to each student. This listing is also available through the office of Academic Services.

All information in each student's university record is considered confidential and is issued only to authorized individuals. Requests for official transcripts of the academic record from any individual or agency will not be filled until authorization has been received in writing from the individual student.

A fee of \$5 is charged for each transcript requested.

A transcript will not be issued when the student is delinquent in payment of tuition or fees, has not returned library books, or when there are other unfulfilled obligations to the university. Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the business office. After 30 days, it will be the student's responsibility to submit a new request for transcript.

A request for a transcript should be made either on a transcript request form or by letter to the Registrar's Office, including name, Social Security number, date of attendance, and current address. Normal processing time for transcripts is three days. Students may also request a transcript online by accessing the Lindenwood University website and completing the transcript request form located in the Academics area.

Family Educational Rights and Privacy Act - In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Academic Services Office. Unless specifically prohibited by the student, Lindenwood University may release "Student Information" at its discretion for government-mandated reporting, news releases, and other purposes that it believes serve the student's interest. This includes (1) full name, (2) local and home addresses, (3) local and home telephone numbers, (4) e-mail address, (5) date and place of birth, (6) most recent educational institution attended, (7) enrollment status, (8) class level, (9) dates of attendance, (10) degrees, awards and honors received, (11) participation in officially recognized activities and sports, (12) weight and height of athletic team members, and (13) photographs.

Students may withhold information from some of these disclosure requests by notifying the Academic Services Office in St. Charles in writing the first week of each semester. All written requests for non-disclosure will be honored by the university for only one semester; therefore, authorization to withhold student information must be filed during each semester of attendance.

## Student Expenses

### 2009-2010 Academic Year Tuition

Full-time Undergraduate Tuition . . . . . \$6,480/term

Part-time Tuition

Semester Undergraduate . . . . . \$370/credit hour

### Other Fees

Full-time Student E-Mail Fee \$30/term

Lab Fee (in specified courses) \$30-\$75/course

Experiential Learning Portfolio Fee (one-time only charge) \$250

Experiential Learning Credit \$75/cr hr

Overload Fee \$370/sem hr

(a charge to full-time students who take more than 18 hours in a term)

Late Registration Fee \$25

Promissory Note Origination Fee \$25

Late Payment Fee (per month) \$50

Graduation Processing/diploma Fee

Undergraduate \$100

Graduate (evening program) \$125

Parking sticker Fee \$2.00 per academic year

Activity Fee \$100/term

Students are expected to pay tuition charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan applications should be submitted to the Financial Aid Office in St. Charles prior to the beginning of each term.

### Payment Options

All tuition charges and fees are payable prior to the beginning of the term. Students should consult their student account representative in the Business Office in St. Charles regarding due dates or to make other payment arrangements prior to the beginning of the term. Payment options include the following:

**Corporate Promissory Note:** The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. Proof of employment and a copy of the company's reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. By signing a promissory note, students give Lindenwood University permission to contact their employers if the note is not paid by the date due.

**Direct Debit Payment Note (DDP):** Lindenwood University offers a Direct Debit Payment Plan for the convenience of students. Their payments can be made directly (electronically) from their checking accounts. There are no fees associated with this method of payment.

Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student's account.

### Delinquent Accounts

Students must meet all financial obligations to the university in order to qualify for continued enrollment or graduation.

Students with delinquent accounts can expect that

1. Enrollment for a succeeding term will not be allowed. This means that each term a student must pay all money due to the university, including tuition, fees, traffic fines, library fines, and any other financial obligation.
2. Grades for the current term will be held.
3. A transcript will not be issued.
4. The student will not be permitted to participate in the graduation ceremony.

### Withdrawal & Refund

Students wishing to withdraw from Lindenwood University should contact both the Registrar's Office and the Financial Aid Office in St. Charles. In order to receive the proper refund, any notification of withdrawal or cancellation and requests for refund should be made in writing. To begin the withdrawal process, students should submit a completed withdrawal form to the Registrar's Office in St. Charles located in the lower level of Roemer Hall. The office hours are Monday-Thursday, 8 a.m. until 6 p.m., Friday 8 a.m. until 5 p.m., and Saturday 8 a.m. until 4 p.m.

Calculations of the return of Title IV aid or tuition adjustments shall be based on the date the student begins the withdrawal process, provides official notification of the intent to withdraw, or the midpoint of the payment period for which Title IV aid was disbursed.

Students who receive Title IV aid while attending Lindenwood University and withdraw during the first 60 percent

of the term will be disbursed Title IV aid in direct proportion to the length of time he/she remains enrolled. A student who remains enrolled beyond the 60 percent point of the term will not be entitled to a return of Title IV aid.

All students are subject to the Lindenwood University refund calculation as described below. If any student withdraws prior to the beginning of a term, all payments for that term will be refunded.

The refund policy for tuition, in the Semester schedules is as follows:

Withdrawal during 1st two weeks of term . . . . .	75%
Withdrawal during 3rd week of term . . . . .	50%
Withdrawal during 4th week of term . . . . .	25%
Withdrawal after 4th week of term . . . . .	No Refund

The quarter tuition refund schedule is as follows:

Withdrawal before 1st class meets. . . . .	100%
Withdrawal before 2nd class meets . . . . .	75%
Withdrawal before 3rd class meets . . . . .	50%
Withdrawal before 4th class meets . . . . .	25%
After 4th class meets. . . . .	No refund

Lab fees and miscellaneous fees are nonrefundable.

### Appeals

Appeals of withdrawal and refund calculations, or other institutional charges, from students and parents who feel that individual circumstances warrant exceptions from published policy should be addressed to the Business Office Controller in St. Charles.

In order to appeal a decision, the student must submit a written request to the Business Office Controller including any evidence that would substantiate the appeal.

### Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the Secretary of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined: (1) Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford); (2) Federal Perkins Loans; (3) PLUS; (4) Federal Pell Grant awards; (5) Federal SEOG awards; (6) other Title IV student assistance; (7) other federal, state, private or institutional aid; and (8) the student. No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

### Cash Disbursements

When a student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) which helped meet the student's educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment. The university will notify, bill, and collect the amount owed the Title IV program(s) from the student.

### Financial Assistance

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal, and institutional aid. Federal grants are outlined below. Institutional awards and grants are offered in the areas of academics, leadership, athletics, and the fine arts.

The Lindenwood University financial aid program provides assistance to students with financial need who would otherwise be unable to receive an undergraduate education. The primary responsibility for paying the student's education expenses rests with the student and his/her family, and the university expects both the student and his/her parent(s) to make a realistic contribution to meet these costs. Financial aid is a supplement for those students and families who cannot afford the entire cost of a university education.

The amount the student is expected to pay is determined by a standard analysis of the financial statement the student and his/her family must file. Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Lindenwood does not require students to fill out supplementary fee-based forms to determine eligibility for institutional financial aid. All students wishing to receive Title IV aid must submit a valid set of Student Aid Reports or a valid ISIR (Institutional Student Information Record) that results from the processing of the FAFSA and must complete any required verification. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). Financial aid is an award from grant, loan, and/or work funds that will help meet this need. Upon completion of all documentation necessary to establish eligibility, financial assistance will be posted to the student accounts at least once each term.

To be considered for financial assistance, a student applying for need-based aid must complete a FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or go to the Lindenwood home page for the link. The LU school code is 002480. Students are reminded to press "print" because that is what submits the application. Students should then FAX submission results to the attention of their admissions counselors and sign and mail signature page to them. If students have any questions about their SAR (Student Aid Report), they are encouraged to call 1-800-433-3243.

## Scholarships

A variety of scholarships are awarded to students who have excelled in fields of study, community activities, the arts or athletic competition. Lindenwood University's admissions counselors can advise prospective students of the full program of scholarship availability.

Although Lindenwood University scholarships and grants are credited in total at the beginning of each term, they are actually earned as tuition. Therefore, tuition that is reduced as a result of being unearned will automatically result in an immediate proportional reduction of the Lindenwood University scholarship or grant as also being unearned. All institutional aid will be reduced in accordance with the student's reduced charges. Lindenwood University undergraduate grants/scholarships are intended for and may only be used for undergraduate programs; they are not intended for, and may not be used for, graduate programs.

## Older Student & Institutional Grants

Lindenwood University offers a 50 percent scholarship to all persons age 55 and over. The university also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants apply to the tuition for credit classes and do not apply to courses that are audited. Any other funding may first replace the Lindenwood University funding.

# Types of Federal Financial Aid

## Federal Pell Grant Program

Eligibility is determined by the Pell Grant processor and is based on a student's Estimated Family Contribution (EFC). The student must submit the Free Application for Federal Student Aid (FAFSA) and request that pertinent financial data be sent to the Pell Grant processing agency for determination of eligibility. The results are forwarded to the student in the form of a Student Aid Report (SAR) which must then be sent to the Lindenwood University Financial Aid Office. Electronic filing results will also be sent directly to the institution in the form of an Institutional Student Information Record (ISIR).

## Federal Supplemental Equal Opportunity Grant (FSEOG)

Eligibility for this grant depends upon the extent of a family's inability to pay the educational costs. It is determined by an analysis of the family's financial situation, as reflected on the Student Aid Reports.

## Federal Work-Study Program (FWS)

The program provides work opportunity for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work 10 hours per week while attending school.

## Federal Perkins Loans

This is a federal loan to students at an interest rate of five percent repayable nine months after graduation, after termination of an academic program, or after enrolling for fewer than 6 credit hours during a semester. Students may borrow up to \$5,500 per year to an aggregate maximum of \$11,000 for freshman and sophomores and \$27,500 for juniors and seniors.

Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. This loan is administered by Lindenwood University and does not require a separate application other than the FAFSA. Availability of this loan is at the discretion of the dean of admissions and financial aid.

## Federal Family Education Loan Programs (FFELP)

### Subsidized Federal Stafford Loan

The federal government guarantees loans from \$3,500 to \$5,500 for eligible undergraduates and up to \$8,500 for eligible graduate students per academic year. These loans are made by private lending institutions, and interest is subsidized by the federal government.

Eligible Stafford Borrower Limits:

### Undergraduate Study

1st year of study . . . . .	\$3,500/academic yr
2nd year of study . . . . .	\$4,500/academic yr
3rd, 4th & 5th year of study . . . . .	\$5,500/academic yr
Cumulative Limit . . . . .	\$23,000
Cumulative Limit (including undergraduate study). . . . .	\$65,500

For borrowers who have loans that were originated July 1, 2008 - June 30, 2009, the interest rate on a Stafford Loan is fixed at 6.8 percent.

Students must file the FAFSA to determine eligibility for a Stafford Loan and must submit Student Aid Reports in order to receive loan funds.

### Unsubsidized Federal Stafford Loan

Students who meet the eligibility requirements under Section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the FFELP Stafford Loan program may borrow under the Unsubsidized Stafford Loan program.

Similar to the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis. Unsubsidized Stafford Loans are not need based; however, any interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore pay the interest payments while in school.

### Federal Parent Loans to Undergraduate Students (FPLUS)

Parents may borrow for dependent undergraduate students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. FPLUS interest rates for a loan disbursed between July 1, 1998, and June 30, 2006, are variable based on the 91-day T-bill plus 3.1 percent, not to exceed 9 percent. Effective July 1, 2008, through June 30, 2009, the interest rate is fixed at 8.5 percent.

A student can obtain a Master Promissory Note application form for the subsidized Federal Stafford Loan from the Lindenwood University Financial Aid Office in St. Charles and Belleville.

### Unsubsidized Loan (Formerly SLS)

Unsubsidized loans to dependent students provide for a maximum of \$2,000 per year for undergraduate study and independent students \$6,000 per year for the first two years of study and \$7,000 per year for the third or subsequent years, with an aggregate loan limit of \$35,500.

Loans made under the unsubsidized loan program are not eligible for interest subsidy. Students must therefore pay this interest payments while in school, or allow the interest to capitalize.

The interest rate for a loan originated July 1, 2008 to June 30, 2009, is fixed at 6.8 percent.

### Loan Limits

Pursuant to P.L. 101-508, Lindenwood University reserves the right to refuse to certify a loan application, or to reduce the amount of the loan, in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student. In addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

### Loan Repayment

Student loans are funds borrowed by students to pay educational expenses. Student loans must be repaid, as consistently emphasized in the university's Student Loan Entrance and Exit Interviews for both the Federal Perkins Loan Program and the Federal Stafford Loan Program, as required by 34 CFR 672.42 and CFR 682.04, respectively. A sample loan repayment schedule may be obtained by contacting the Financial Aid Office. The term and conditions whereby borrowers under the Federal Family Loan Program may obtain deferral of their principal and interest are reviewed during the Student Loan Exit Interview. Additional information regarding a deferment may be obtained by contacting the Student Loan Guarantor or the Financial Aid Office.

### Vocational Rehabilitation

Assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits. Students may contact the Lindenwood University Business Office if they have questions.

### Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the V.A. coordinator at the university. Educational assistance is also provided to widows or children of veterans who died in service or as a result of service related injuries. Wives and children of disabled veterans are also eligible for assistance.

It is the responsibility of the students to notify the V.A. coordinator of any changes in their class schedules. The Registrar's Office promptly reports to the Veterans Administration when notified that a veteran is making unsatisfactory progress or has withdrawn from a class or from studies.

Because of requirements imposed by the Veterans Administration, and as a condition of being certified to receive benefits from the V.A., the student receiving such benefits acknowledges the following policies which may differ from those required of other students at Lindenwood.

1. The university will notify the V.A. of all terminations, interruptions, or changes in semester-hour load within 30 days. This may change the benefits available to the student.
2. The student accepts the responsibility of notifying the registrar, the V.A. coordinator at the university, and his/her advisor immediately in case of withdrawal from any course.
3. The student accepts the responsibility of notifying his/her instructors of any expected absence from class. A student may be withdrawn by the university for excessive absences.
4. The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of "F" grades.
5. Students receiving benefits through the Veterans Administration must comply with the university's general policies regarding withdrawal, attendance, and satisfactory progress

### Satisfactory Progress

Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Satisfactory academic progress requires that a student must accumulate a minimum number of credit hours over a maximum number of enrollment periods and a minimum cumulative grade point average for each period of attendance.

The minimum cumulative Grade Point Average (GPA) is listed under "Scholarship Standards" below. Satisfactory progress is defined as satisfactory based on the following maximum academic years and earned credit hours per school division of enrollment:

### Full-time Students Undergraduate College

Academic Years Completed

1 2 3 4 5 6

Earned Credit Hours:

16 34 55 77 100 128

Satisfactory academic progress determination is made for all students at the end of each academic year.

For a student to be eligible for Title IV aid at Lindenwood University, the student must have academic standing at the point in the program that is consistent with Lindenwood University's requirements for graduation as previously listed under "Scholarship Standards." Before each payment period, the student's academic record will be checked for satisfactory academic progress based on the most recent determination.

In general, satisfactory progress requires that for each two semesters (which constitutes one academic year, summer being optional) of enrollment, 16 credit hours must be earned the first year, a total of 34 by the end of the second year and so on according to the above chart for full-time undergraduate semester students.

Part-time and quarter schedule undergraduate students must successfully complete at least 50 percent of their credit hours attempted and have academic standing at that point in the program that is consistent with Lindenwood University's requirements for graduation.

Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance, following a financial aid probationary period, except as follows: If a student fails to meet the minimum requirements as stated at the end of the second academic year, the student will be placed on financial aid suspension.

### **Financial Aid Probation/Suspension Reinstatement**

Except at the end of the student's second year, if a student fails to meet the minimum requirements as stated, the student will be placed on financial aid probation for the next succeeding academic year of enrollment. If at the end of the probationary academic year of enrollment the student does not meet the minimum requirements, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. Students placed on probation or suspension will have their Lindenwood University Institutional Grant reevaluated. Withdrawal from the university has no effect on the student's satisfactory progress upon re-entering.

### **Appeals**

A student has the right to appeal if he/she feels that he/she has complied with the requirements of the satisfactory academic progress policy or believes that there are factors such as undue hardship because of the death of a relative, an injury or illness, or similar special circumstances that could affect the decision, or that said decision was not correctly made. If the student's appeal is granted, the student will be placed on financial aid probation and will have the next succeeding term of enrollment to meet the minimum requirements stated above.

In order to appeal a decision, the student must submit a written application to the director of financial aid, including any evidence that would substantiate the appeal. The case will be evaluated by the Appeals Committee. The committee will advise the student of its decision within 20 working days following the date the appeal is received.

### **Campus Tobacco Use**

Effective January 1, 2008, and in order to comply with the Smoke-Free Illinois Act 095-0017, Lindenwood University's Belleville campus has adopted a no smoking policy.

### **Firearms Policy**

No person is permitted to carry firearms or other weapons, either concealed or visible, on Lindenwood property or to any Lindenwood class (offered anywhere), except duly sworn law enforcement officers who are on duty. Off-duty police officers may carry completely concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

### **Campus Accessibility**

It is the guiding philosophy of Lindenwood University to make programs and facilities as accessible to students with disabilities as is practical. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students with disabilities. Each student is encouraged to serve as her or his own advocate and to be responsible for obtaining special services offered by the university. If the coordinator is unable to satisfy a reasonable request, that request may then be directed to the dean of academic services.

### **Academic Honesty**

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues. The fabric of a learning community is woven by a bond of trust: the work to which we affix our names is our own. To act otherwise is to undermine the contract of good faith on which productive study and the open exchange of ideas is based. Therefore, students wishing to maintain formal membership in a learning community must display the high level of integrity expected of all its members.

According to Lindenwood University's Academic Honesty policy, names of students found guilty of cheating or plagiarizing will be sent to the University Provost. A first offense of academic dishonesty may result in a lessened or failing grade on the work/test or failure in the course. A second offense will lead to academic probation and failure of the class, and a third offense may result in suspension from the university.

### **Textbook Ordering**

Textbooks for all classes at Lindenwood University are available through MBS Direct, an online book source. To order texts, students should go to the Lindenwood University website and access MBS through a direct link to the company. Students will need to know the course number of each course for which they are registered and be prepared to use a credit card to order books. Students are strongly encouraged to order books at least two weeks before the beginning of the term and have them shipped directly to their home addresses.

# 2009-2010 Academic Calendar — Semester Schedule

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## Fall Semester 2009

Faculty Workshops: St. Charles campus .....	August 17-21
Classes Begin .....	August 24
Opening Convocation, 4:00 p.m. ....	August 27
Last day to register for or add class, or choose audit .....	September 4
Labor Day Holiday .....	September 7
Faculty Work Day- no classes before 4:30 p.m. ....	September 23
Last day to withdraw with "W" .....	October 2
Midterm Grades due, noon .....	October 12
Last date to withdraw with "WP"/"WF" .....	October 30
Deadline to apply for March, May, June graduation .....	October 30
Spring semester and J-term registration, Seniors and Juniors .....	November 9-10
Thanksgiving Holiday, Classes canceled after 4:00 p.m. November 25 .....	No classes on November 26-27
Last Day of Classes .....	December 4
Final Exams .....	December 7-11
Final Grades due, 5 p.m. ....	December 14

## Spring Semester 2010

Classes Begin .....	January 25
Last day to register, add a class, or choose an audit .....	February 5
Sibley Day .....	February 24
Deadline to apply for August graduation .....	February 28
Last day to withdraw with a "W" .....	March 5
Midterm grades due, noon .....	March 15
Fall Semester Registration and Housing Sign-up Seniors and Juniors .....	March 15-16
Spring Break .....	March 27-April 4
Deadline to apply for September graduation .....	March 30
Last day to withdraw with a "WP" or "WF" .....	April 9
Last day of classes .....	May 7
Final Exams .....	May 10-14
Deadline for making up "INC" grades from Fall. ....	May 14
Baccalaureate Ceremony and Graduate Students' Commencement, 7:30 p.m. ....	May 14
Undergraduate Commencement, 10 a.m. ....	May 15
Final Grades due, 5 p.m. ....	May 17
Deadline to apply for October/December graduation .....	May 30

## **General Education Requirements**

Lindenwood coursework, transfer credits, or CLEP (College Level Examination Program) credit may be used to fulfill General Education requirements. The following courses will satisfy these requirements.

### **I. Communications (9)**

ICM 10100 Communications I (3)  
ICM 10200 Communications II (3)  
ICM 20000 Introduction to Literature (3)

### **II. Cross Cultural Coursework (9)**

IHS 10100 20th Century World History (3)  
plus 6 hours of Focus Courses selected from:

ICL 31200 History of Russia II (3)  
ICL 33700 Russian Authors (3)  
or  
ICL 21000 Native American Indians (3)  
ICL 35000 Myth and Civilization (3)  
or  
ICL 32000 Chinese Art and Culture (3)  
ICL 36200 Issues in Modern China (3)

### **III. Humanities Coursework (9)**

IPH 15000 Introduction to Philosophy (3)  
IEN 20100 World Literature (3)  
IRT 21000 Concepts of Visual Arts (3)

### **IV. Math Coursework (9)**

IMH 13100 Quantitative Methods for Business (3)  
IMH 14100 Basic Statistics (3)  
IMH 22000 Research Design and Methodology (3)  
IMH 10100 Basic College Mathematics (3) Is required unless the student scores 80% on the math placement test.

### **V. Science Coursework (9)**

INS 10500 Chemistry in Society (3)  
INS 11200 Principles of Environmental Biology (3)  
INS 11300 Environmental Biology Lab (1)  
INS 21400 Ethical Problems in Science (3)

### **VI. Social Sciences Coursework (9)**

IPY 10000 Principles of Psychology (3)  
ISC 10200 Basic Concepts of Sociology (3)  
IPS 15500 American Government: The Nation (3)

### **Requisite Study: Major**

Requirements vary, but at least 45 semester hours in the major area are necessary, 50 percent of which must be taken at Lindenwood University. Some majors may require prescribed areas of study to be covered. In other majors, requirements are more flexible and the program of study is developed by the student in consultation with the faculty advisor.

### **Preparing for Graduation**

It is the shared responsibility of both a student and his/her advisor to determine that all requirements for graduation have been completed by the anticipated graduation date. The advisor has the authority to approve academic work within the major; however, only the chief academic officer of the university and the registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript. Therefore, it is important

that each student, as well as the advisor, track his/her own progress through a degree program by maintaining a checklist of all requirements including major and minor requirements, general education requirements, free electives, sufficient numbers of 300+ level courses, and total number of credits.

## **Business Administration (B.S.)**

### **Program Description**

The Bachelor of Science degree in Business Administration educates managers of business and nonprofit organizations.

### **Core Curriculum**

(Courses are listed in the recommended sequence):

### **Accounting/Finance**

IBA 20000 Principles of Financial Accounting (3)  
IBA 20100 Principles of Managerial Accounting (3)  
IBA 32000 Principles of Finance (3)

### **Economics**

IBA 21100 Principles of Microeconomics (3)  
IBA 21200 Principles of Macroeconomics (3)  
IBA 41300 International Economics (3)

### **Management**

IBA 33000 Principles of Management (3)  
IBA 33200 Human Resource Management (3)  
IBA 43200 Managerial Ethics (3)

### **Marketing**

IBA 35000 Principles of Marketing (3)  
IBA 45300 Marketing Management (3)  
IBA 45800 International Marketing (3)

### **Consumer Finance/Business Law**

IBA 32500 Investments (3)  
IBA 32600 Consumer Finance (3)  
IBA 36000 Business Law (3)

### **Information Systems**

IBA 24000 Introduction to Information Systems (3)  
IBA 33400 Introduction to Operations Management (3)  
IBA 36500 Microcomputer Applications MIS (3)

In addition, the student must complete IBA 49900 Business Administration Capstone (3).

Business Administration Internship (optional):

IBA 4500 Business Administration Internship (1-3)

## **Communications (B.A.)**

### **Program Description**

The Bachelor of Arts in Communications provides students with broad-based knowledge and pragmatic skills. Classes are taught by experienced communication professionals and include a wide range of offerings in both the corporate and mass communication fields. Students may pursue a degree in corporate communications. The major requires at least 45 hours of credits in the major. Foundation Studies in Communications (ICM 40000, 40500, 40600) is required. These courses introduce students to the varied field of communications, exploring its historical evolution and cultural impacts, and the major issues, theories, and trends that mark its development and relationship

to American and world cultures. To declare as a corporate communications major, a student must have 45 hours of coursework, including foundations studies, and at least 27 hours of corporate communications coursework.

### **Foundation Studies in Communications**

ICM 40000 Historical Development and Trends in Communication (3)  
ICM 40500 Media and Society (Ethics and the Media) (3)  
ICM 40600 Theories of Communication (3)  
(Required of all Communications majors)

### **Corporate Communication Emphasis Group Dynamics**

IHR 37000 Group Dynamics (3)  
IHR 371 Conflict Resolution (3)  
IHR 410 Labor Economics & Industrial Relations (3)

### **Human Development & Training**

IHR 36000 Adult Learning Processes (3)  
IHR 36100 Career/Staff Development (3)  
IHR 36200 Employee Training and Development (3)

### **Desktop Publishing**

ICM 30500 Desktop Publishing in the Workplace (3)  
ICM 44500 Information Systems Project (3)  
ICM 46300 Computer Based Graphics (3)

### **Marketing**

IBA 35000 Principles of Marketing (3)  
IBA 45300 Marketing Management (3)  
IBA 45800 International Marketing (3)

### **Organizational Communication Promotional Mix**

ICM 46000 Organizational Communications Theory (3)  
ICM 46100 Communications Process Analysis (3)  
ICM 46200 Practical Appl. of Communication Processes (3)

### **Promotional Mix**

ICM 35000 Principles of Advertising (3)  
ICM 389 Principles of Public Relations (3)  
ICM 390 Promotion Management (3)

### **Public Relations**

ICM 44100 Group Communication (3)  
ICM 44200 PR Ethics (3)  
ICM 44300 PR Research and Planning (3)

## **Criminal Justice (B.S.)**

### **Program Description**

The BS degree in Criminal Justice requires 128 semester hours including 45 semester hours in the major itself. The Criminal Justice Program is designed to provide a broad based education in the criminal justice field. Upon completion of the program, students should be prepared to enter into the criminal justice career field or pursue further academic study. Completion of the capstone course is a requirement for the program and may be taken only after all core course requirements have been met or concurrently with the final set of coursework. The capstone course will emphasize the theories and concepts of the major from an academic viewpoint as well as their practical applications in the professional setting. The course requires a mastery of the concepts within the major and integrates academic studies

with issues faced by practicing professionals in their area of employment. Consequently, students should expect midterm and final examinations, case analyses, and at least one major research paper during the term of enrollment. A grade of "C" or above is necessary to pass this course.

### **Criminology**

ICJ 20000 Criminology (3)  
ICJ 21000 Criminal Justice Systems (3)  
ICJ 22500 Comparative Justice Systems (3)

### **Criminal Procedure**

ICJ 30100 Criminal Procedure (3)  
ICJ 31000 Criminal Law (3)  
ICJ 31500 Criminal Investigation (3)

### **The Juvenile System**

ICJ 31100 The Juvenile Justice System (3)  
ICJ 31200 Juvenile Law (3)  
ICJ 31300 Delinquency in Society (3)

### **Criminal Justice Communications**

ICJ 34100 Criminal Justice Communications (3)  
ICJ 34200 The Media & Criminal Justice (3)  
ICJ 34300 Criminal Justice Alternatives (3)

### **Policing**

ICJ 300 Policing (3)  
ICJ 30500 Institutional and Community Corrections (3)  
ICJ 44000 The Victim & Crime (3)

## **EDUCATION**

Approval to offer a bachelor's degree in elementary education is currently being sought. Please contact the Belleville campus for information on the starting date of this program.

## **Health Management (B.S.)**

### **Program Description**

The BS in Health Management degree prepares students for management positions in a variety of health care environments, including but not limited to, hospitals, ambulatory care, long term care, health promotion/wellness, or community care organizations. The program is based upon curriculum content recommended by the Accrediting Commission on Education for Health Services Administration. The intent of the program is to expand upon existing skills and to give the student a strong liberal arts and professional health and business background. Students majoring in health management will complete the all general education requirements, 36 credit hours of core requirements (listed below), a capstone course and one nine-credit-hour set of courses from an area of specialty in health management, gerontology, or information technology. A total of 128 credit hours is required to graduate.

### **Core Curriculum**

#### **Employee Supervision**

IHR 35700 Employee Supervision (3)  
IHR 35800 Legal Issues for Human Resource Management (3)  
IHR 35900 Performance Management/Performance Appraisal Systems (3)



### **Foundation of Management**

IHM 30100 Ethical Issues In Health Care Management (3)  
IHM 30200 Management in Health Care (3)  
IHM 34000 Organizational Concepts (3)

### **Health Policy**

IHM 46000 Health Care Delivery in the USA (3)  
IHM 46100 Health Care Policy & Research (3)  
IHM 46200 Health Care Reform (3)

### **Accounting**

IBA 20000 Principles of Financial Accounting (3)  
IBA 20100 Principles of Managerial Accounting (3)  
IBA 32000 Principles of Finance (3)

Students must also complete three courses in the area of the student's interest. Selection of courses may be made from the areas of health management, gerontology, and information technology.

### **Health Care Finance**

IHM 47600 Essentials of Health Care Finance (3)  
IHM 47700 Health Care Finance (3)  
IHM 47800 Economics of Health and Medical Care (3)

### **Health Law**

IHM 33300 Legal Issues in Health Care (3)  
IHM 33400 Govern. Organization & Health Care Industry (3)  
IHM 33500 Cases in Health Care Administration (3)

### **Information Systems**

IIT 24000 Introduction to Information Systems (3)  
IIT 36200 Fund of Management Information Systems (3)  
IIT 36500 Microcomputer Applications/Case Studies (3)

### **Managed Care**

IHM 48000 Essentials of Managed Care (3)  
IHM 48100 Medicare, Medicaid, Legal & Regulatory Issues (3)  
IHM 48200 Contracting in a Managed Care Environment (3)

Students must also complete IHM 49900 Health Management Capstone (3).

## **Human Resource Management (B.S.)**

### **Program Description**

The Human Resource Management (HRM) program focuses on organizational theory and the behavior of individuals within organizations, including issues of management theory, employee productivity, motivation, and leadership. Action, analytical, and interpersonal skills are stressed. Coursework deals with current issues in personnel and focuses on such topics as training and development, performance appraisal, conflict resolution, and legal issues. Students earning a bachelor of science degree in HRM will complete the University general education requirements, the 45-semester-hour core curriculum, and the capstone course.

### **Accounting**

IBA 20000 Principles of Financial Accounting (3)  
IBA 20100 Principles of Managerial Accounting (3)  
IBA 32000 Principles of Finance (3)

### **Adult Learning**

IHR 36000 Adult Learning Processes (3)  
IHR 36100 Career/Staff Development (3)

IHR 36200 Employee Training and Development (3)

### **Supervision**

IHR 35700 Employee Supervision (3)  
IHR 35800 Legal Issues for Human Resource Management (3)  
IHR 35900 Performance Management/Performance Appraisal Systems (3)

### **Group Dynamics**

IHR 37000 Group Dynamics (3)  
IHR 37100 Conflict Resolution (3)  
IHR 41000 Labor Economics & Industrial Relations (3)

### **Management**

IBA 33000 Principles of Management (3)  
IBA 33200 Human Resource Management (3)  
IBA 43200 Managerial Ethics (3)

Students must also complete IBA 49900 Business Administration Capstone (3).

## **UNDERGRADUATE COURSE DESCRIPTIONS**

*NOTE: Course descriptions are listed alphabetically by degree program.*

## **GENERAL EDUCATION**

### **Communications Coursework**

**ICM 10100 Communications I (3)** This course is an intensive review of the English language and its use in college-level writing. Concepts include the mechanics of written discourse, sentence structure, paragraph development, and essay organization. Students use models from English prose and poetry for discussion and composition topics.

**ICM 10200 Communications II (3)** This course is a continuation of Communications I with special attention to skills involved in writing a major analytical research project, including how to gather and organize viable data. In addition, students learn how to communicate in small group settings. These concepts include problem-solving, leadership styles, and roles of a group member.

**ICM 20000 Introduction to Literature (3)** This course is an introduction to the reading and analysis of literature; this will involve extensive reading in one of the following genres: poetry, short fiction, novel, drama, or essay.

### **Cross Cultural Coursework**

**IHS 10100 20th Century World History (3)** Is a study of the growth and interactions of world cultures, including the interaction of the West with other civilizations. There will be an emphasis on the development of the current world situation.

**ICL 21000 Native American Indians (3)** Offers a survey of the origins, traditional cultures, and current conditions of Native American Indian populations.

**ICL 32000 Chinese Art & Culture (3)** This course is an exploration of Chinese cultural traditions, attitudes, and values through a study of Chinese art and related concepts and ideas.

**ICL 32100 Issues in Modern China (3)** This course is a survey of major trends of thought, culture, politics, philosophy, and religion in China during the modern period. Emphasis will be on how these trends have affected the historical development of China and its current policies.

**ICL 33700 Russian Authors (3)** This course consists of readings in Russian cultural life and Russian literature and is a survey of the literary traditions of Russia with comparisons and contrasts to the Soviet literature of the 20th century. Literary themes and their relationship to issues in Russian life will be of special interest.

**ICL 35000 Myth and Civilization (3)** This course is an introduction to the myths that have been understood as origins of civilization and culture. Readings include tales of creation and myths concerning the origins of organized society. The readings provide information and understanding about the functioning of myth as it survives in the present.

## **Humanities Coursework**

**IEN 20100 World Literature I (3)** This course is a study of ideas that have shaped civilizations, with emphasis on the literature of various cultures and periods. Works will be read in English translation. Lectures and discussions Interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values.

**IPH 15000 Introduction to Philosophy (3)** This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof of the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs.

**IRT 21000 Concepts of Visual Arts (3)** A course for non-art majors, this class presents a study of selected works in the visual arts by exploring the role of art in society with an emphasis on the creation and interpretation of works of art in media by examining style, aesthetics, social function, and the expression of cultural values. Students will explore the creative process via relevant art projects.

## **Math/Statistics Coursework**

**IMH 13100 Quantitative Methods for Business (3)** This course is designed to introduce students to the use of quantitative methods. Topics covered will include solving and graphing linear functions and inequalities; writing mathematical models; solving systems of equations; linear regression; and an introduction to linear programming.

**IMH 14100 Basic Statistics (3)** This course is an introduction to the theory and application of descriptive and inferential statistics, including probability, random variables, expected values, probability distribution functions, and hypothesis testing.

**IMH 22000 Research Design and Methodology (3)** This is the first course in collecting, organizing, and drawing conclusions from data. Topics include sampling, first steps in statistical design of experiments, ethical problems, correlation, association and causation, and prediction.

**IMH 10100 Basic College Mathematics (3)** Topics covered in

the course include order of operations, exponents, rounding and estimating, fractions, decimals, ratio and proportion, percent, measurement, graphs, signed numbers, scientific notation, variables, linear equations, and word problems.

## **Science Coursework**

**INS 10500 Chemistry in Society (3)** This course provides a basis for understanding problems of global proportion facing societies in the coming millennium. Fundamental chemical concepts will provide an understanding of the role chemistry plays in the problems considered, and in their potential resolution or solution. Issues include environmental concerns, energy, hunger and food production, health, pollution, and population considerations.

**INS 11400 Principles of Environmental Biology (3)** For non-science majors, this course is a study of the biological systems comprising the biosphere and those perturbations which would threaten homeostasis of the systems. Lab fee required.

**INS 11500 Environmental Biology Lab (1)** This course must be taken concurrently with INS 11400. This course includes hands-on activities in both field and classroom settings that complement the topics covered in BIO 11400. Lab fee required.

**INS 21400 Ethical Problems in Science (3)** This course considers how advances in human technological capabilities pose problems for human societies. The course will focus primarily on threats to human and ecosystem health. Students will evaluate scientific data, the sometimes conflicting interpretations of those data, and their implications for public policy.

## **Social Science Coursework**

**IPY 10000 Principles of Psychology (3)** Students will explore basic psychological concepts, methods, and findings leading to a better understanding of human behavior.

**ISC 10200 Basic Concepts of Sociology (3)** Students are introduced to the basic concepts and theories of sociology as the scientific study of human society. The course includes such topics as collective behavior, socialization, culture, stratification, social institution, and deviant behavior.

**IPS 15500 American Government: The Nation (3)** This course provides students with an overview of the American national government with attention focused on structures, principles and decision making processes. Key terms, such as "democracy" and "politics," are addressed, as well as selected policy areas.

## **BUSINESS ADMINISTRATION (B.S.)**

### **Accounting Coursework**

**IBA 20000 Principles of Financial Accounting (3)** This course introduces students to the accounting information framework used by organizations to collect, maintain, and report financial information. Special emphasis will be given to transaction analysis and the resulting effect on the accounting equation. Considerable time is spent on financial statement analysis and use by its outside users.

**IBA 20100 Principles of Managerial Accounting (3)** This course focuses on the development, analysis, interpretation, and communication of financial information designed to assist managers in achieving the goals of an organization. Topics include discussions about different cost accumulation systems, cost management systems, activity-based costing and management, and planning and control.

**IBA 32000 Principles of Finance (3)** This course introduces the student to the fundamental concepts of financial management, including basic financial analysis, working capital management, planning and forecasting, security valuation, capital budgeting, cost of capital, leverage and capital structure, and international financial management.

## **Economics Coursework**

**IBA 21100 Principles of Microeconomics (3)** This course introduces students to economic concepts, relationships, and institutions related to individual and firm decision-making. Supply, demand, and opportunity cost are used to analyze the actions of individuals and firms in a market framework. Economic decision-making and policy will be grounded within the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include marginal analysis, production possibilities, demand and supply, elasticity, household and consumer choice, firm production and costs, profit maximization, and market structures. By the end of this course, students will be prepared to describe and evaluate the determinants of price, apply economic decision-making skills to everyday decisions, and apply the economic tools discussed to the broader world around them.

**IBA 21200 Principles of Macroeconomics (3)** The course introduces students to economic concepts, relationships, and institutions related to the aggregate economy. Keynesian analysis is used to analyze the effect of fiscal and monetary policy actions on employment, output, and prices. Economic decision-making and policy will be grounded within the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include national income accounting, business cycles, economic growth, unemployment, inflation, aggregate demand/supply, fiscal policy, monetary policy, and international trade. By the end of this course, students will be prepared to define the macroeconomic aggregates such as GDP, inflation and unemployment; explain the relationship between the major macroeconomic aggregates and the policy actions and other events which cause them to fluctuate; compare and contrast classical and Keynesian economics; and appraise how closely the macroeconomic tools discussed in this course parallel developments in the real economy.

**IBA 41300 International Economics (3)** This course focuses on the causes and composition of international trade and policies used to control or promote it, the balance of payments as an accounting framework for macroeconomics adjustments, and foreign exchange markets and institutions.

## **Management Coursework**

**IBA 33000 Principles of Management (3)** This survey course explores the development of the understanding of organizations and of the decision making skills required in management positions. The purpose of this course is to examine how management concepts have developed and continue to change.

A detailed examination will be conducted of the four basic functions of management: planning, organizing, motivating, and controlling. Particular emphasis will be given to goal planning, managing change, career progression, and the managerial value system.

**IBA 33200 Human Resource Management (3)** This course examines human resource functions related to business organizations, including techniques of recruitment, training, development compensation, placement, safety, labor-management relations, team formation, and employee security. Students will develop an understanding of the relationship between human resources and legal matters. The course will also address relevant research pertinent to human resource evaluation and the relationship of human resources to other departments within an organization.

**IBA 43200 Managerial Ethics (3)** This course is designed to help students understand the nature of the changing role of management with respect to ethics and public policy in the workplace. Current issues in ethics will be examined, including the position of business enterprises and their perceived value in society. The course will also explore the roles of managers, the public, and government in providing an atmosphere conducive to ethical business operations. This course will also address the business responsibilities of being a "good neighbor" at the local, national, and international levels.

## **Marketing Coursework**

**IBA 35000 Principles of Marketing (3)** This course is an in-depth introduction to the functional business area of marketing. It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings.

**IBA 45300 Marketing Management (3)** This course includes defining marketing problems and opportunities, evaluating alternative solutions, and developing strategies to address these issues. Students will be required to actively participate in discussion of outside readings and case studies that address a variety of marketing related issues.

**IBA 45800 International Marketing (3)** This course is designed to provide an extensive analysis of the marketing mix and how it can be standardized for transnational markets. The course will present techniques used to identify potential markets of products and/or services in the global marketplace.

## **Consumer Finance/ Business Law Coursework**

**IBA 32500 Investments (3)** This course is a survey of the basic concepts of investing with an emphasis on common stocks. Students will be required to prepare a report on an investment in an assigned company based on economic, industry, and company-specific factors.

**IBA 32600 Consumer Finance (3)** This course surveys the economic factors and personal decisions that affect financial wellbeing: cash and credit management, taxes, major expenditures, insurance, investments, and retirement and estate

planning. Emphasis is on practical knowledge for personal financial management and serving customers of the banking, brokerage, insurance, and other consumer finance industries.

**IBA 36000 Business Law (3)** Business Law is an introductory course designed to familiarize the student with the subject matter of the legal environment of business. Particular emphasis will be given to the sources of law; the role of society, the judicial function; and selected areas such as governmental regulation and agencies, crimes and torts, contracts, business organizations, personal property, agency, and employment law. Various approaches to understanding legal issues will be used, including case law analysis and the examination of current legal issues affecting business.

## **Introduction to Information Systems Coursework**

**IBA 24000 Introduction to Information Systems (3)** This course covers an introduction to information technology, the Internet and World Wide Web, software, hardware, communications, personal technology, databases, ethics, security, and an update on the challenges and promises of the digital age.

**IBA 33400 Introduction to Operations Management (3)** This course covers the concepts of value chains, operations strategy, facility and work design, supply chain design, forecasting and demand planning, managing inventories and resources, scheduling, quality management, quality control, and project management.

**IBA 36500 Microcomputer Applications in MIS (3)** Students learn to integrate software to solve business problems. There are database cases using Access, decision support cases using Excel, integration cases using both Excel and Access, and presentation skills.

## **COMMUNICATIONS (B.A.)**

### **Foundation Studies In Communication**

**ICM 40000 Historical Development and Trends in Communication (3)** This course is an overview of the communication fields, including identification of its varied elements, history, and trends.

**ICM 40500 Media and Society (Ethics and the Media) (3)** This course includes readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media.

**ICM 40600 Theories of Communication (3)** This course consists of the reading of works by major theorists in the communication field. Theories include image and attitude formation and other impacts of communication media.

### **Fundamentals Of Organizational Communication Coursework**

**ICM 46000 Organizational Communication Theory (3)** This course is the study of major communication theories as they apply to organizational structures.

**ICM 46100 Communications Process Analysis (3)** This course is the study of both formal and informal communication flow within the structure of organizations. Analysis and design of communication models and identification of various publics served by the organization will be investigated.

## **ICM 46200 Practical Applications of Communication Processes**

**(3)** This course consists of practical application of communication theory in simulated and actual organizational settings.

## **Public Relations Coursework**

**ICM 44100 Group Communications (3)** This course is the examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting.

**ICM 44200 PR Ethics (3)** This course is an assessment of professional conduct on issues facing Public Relations practitioners relative to the expanding role of PR in American society. Students will examine ethical issues in the context of exploring PR's role in corporate, nonprofit, institutional, government, and political arenas.

**ICM 44300 PR Research and Planning (3)** This course is the study of the basic practices of Public Relations on a day-to-day basis and includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions.

## **Visual Communications Coursework**

**ICM 43100 Design-Visual Communication (3)** This course examines two- and three-dimensional design concepts: space, form, balance, rhythm, psychological, and emotional impacts, and historical applications in art and design.

**ICM 43200 Color Theory and Applications (3)** This course examines the physiology of color perception, emotional and psychological impacts, historical applications in art and design.

**ICM 43300 20th Century Art Applications (3)** This course is an individualized study of application of visual communications concepts in art, advertising, or design approaches of the 20th century. Each student will select his or her own area of concentration.

## **CRIMINAL JUSTICE (B.S.)**

### **Criminal Justice Communications Coursework**

**ICJ 34100 Criminal Justice Communications (3)** This course is the study of the major communications processes and theories applied to criminal justice structures and situations. Simulated situations utilizing appropriate writing, interpersonal and group skills will be employed throughout the class. The focus will be on multicultural group communication issues.

**ICJ 34200 The Media and Criminal Justice (3)** This course is the study of the utilization of media and technology by criminal justice agencies and institutions as well as an examination of the portrayal of the criminal justice system by the popular media.

**ICJ 34300 Criminal Justice Alternatives (3)** This course is an examination of contemporary alternative programs and processes being implemented domestically and internationally. The course may consider the effectiveness and consequences of programs such as community-based justice, community policing, restorative justice, and mediation centers.

## **Criminal Justice System Coursework**

**ICJ 20000 (3) Criminology (3)** This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior.

**ICJ 21000 Criminal Justice Systems (3)** This course is a survey of various institutions by which the criminal justice system is administered—police, the legal profession, the courts, and penal institutions—including an examination of the problems which the criminal justice system faces and an evaluation of the adequacy of the existing system.

**ICJ 22500 Comparative Justice Systems (3)** This course provides an opportunity for students to learn about the key criminal justice systems around the world allowing them to better understand the dimensions of their own system.

## **The Juvenile System Coursework**

**ICJ 31100 The Juvenile Justice System (3)** This course is an examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision making process of police, court, and probation officials relative to the apprehension, processing and treatment of juveniles. The ideology, politics, and controversies of the juvenile justice system are also addressed.

**ICJ 31200 Juvenile Law (3)** This course is a study of the law as it is related to the arrest, search, and seizure of juvenile offenders. The rights of juveniles in the criminal justice and educational system will be examined and supported with a review of Supreme Court decisions.

**ICJ 31300 Delinquency in Society (3)** This course is the study of juvenile delinquency as a complex phenomenon. Causal theories and societal perspectives will be examined and the myriad issues surrounding juvenile delinquency will be studied.

## **Criminal Procedure Coursework**

**ICJ 30100 Criminal Procedure (3)** This course is a study of the law as it relates to arrest, search, and seizure with emphasis on present controlling legal decisions and historical development, philosophy, and problems underlying these decisions.

**ICJ 31000 Criminal Law (3)** This course is an analysis of the purposes and sources of the criminal law. It includes an examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken.

**ICJ 31500 Criminal Investigation (3)** This course is an introduction to the techniques, methodologies and science of criminal investigation. The role of thorough and accurate investigative report writing will be explored in depth.

## **Law Enforcement & Corrections Coursework**

**ICJ 30000 Policing (3)** This course is an analysis of the contemporary role of the police relative to such areas as the police subculture and community relations, police accountability and civil liability, police stress, and unique problem situations and groups encountered by the police.

**ICJ 30500 Institutional and Community Corrections (3)** This course is a contemporary analysis of the operation of and problems encountered by jails and prisons. This course will also examine probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs.

**ICJ 44000 The Victim & Crime (3)** This course will examine the crime victim as a social phenomenon. It will explore the role of the victim in criminal acts and delve into the treatment of victims by the police and the courts. Victim's rights will be examined in relationship to new offender treatment programs such as Restorative Justice and Victim's Compensation Funding.

## **HEALTH MANAGEMENT (B.S.)**

### **Foundation Of Management Coursework**

**IHM 30100 Ethical Issues in Health Care Management (3)** Issues and problems that arise within the health care field will be reviewed and discussed.

**IHM 30200 Management in Health Care (3)** This course examines the development of the understanding of health care organizations and the decision-making skills required in management positions. The origins and functions of various health systems in the U.S. are reviewed and discussed.

**IHM 34000 Organizational Concepts (3)** This course is designed for students to develop better understanding of the nature of organizations such as those in health care and those factors which influence the performance of the individual and the organization as a whole.

### **Health Care Finance Coursework**

**IHM 47600 Essentials of Health Care Finance (3)** This course provides students with material that will assist them in understanding the conceptual basis and mechanics of financial analysis and decision making as it pertains to daily decisions in their organization and in the health care industry.

**IHM 47700 Health Care Finance (3)** This course provides the student with informational methods to enhance productivity, market strategy, quality, and profitability. The student will understand the complexities of the health care reimbursement system, including but not limited to federal and state payers, PPO's, HMO's, cost limits, out-of-pocket, and fee-for-service. The course will look at real world successes and failures in cost cutting measures enacted while maintaining quality.

**IHM 47800 Economics of Health and Medical Care (3)** This course provides the student the fundamental tools necessary to apply basic economic principles to the health care field. This course will deliver a balance of population-based health economics and consumer-driven, managed health care economics.

### **Health Law Coursework**

**IHM 33300 Legal Issues in Health Care (3)** This course begins with an extensive overview of the major issues in health law and continues with a broad discussion of the legal system and the sources of its statutory laws, rules, regulations, and guidelines. This course will include a basic review of tort law, criminal law, contract law, civil procedure, and trial practice.

### **IHM 33400 Government Organization and the Health Care Industry**

**(3)** This course will discuss the organization of our government and the various federal, state, and local administrative departments relevant to the health care industry. A variety of issues confronting professionals working in health care will be explored.

**IHM 33500 Cases in Health Care Administration (3)** This course is a discussion and analysis of case law presentations. Because of their effect on the health care system, the student should be able to apply appropriate political, social, and economic factors in said analysis.

## **Health Policy Coursework**

**IHM 46000 Health Care Delivery in the USA (3)** Students are challenged to understand the dynamics of the health care industry and the impact that it has on the nation's and world's economy.

**IHM 46100 Health Care Policy and Research (3)** Students will identify the health policies that have impacted health care delivery past and present and the current state of the health environment. Students will be required to identify and define policies that are currently under consideration in Congress and what the future impact will be on the health care organizations.

## **HUMAN RESOURCE MANAGEMENT (B.S.)**

### **Adult Learning Coursework**

**IHR 36000 Adult Learning Processes (3)** This course is a study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development, and evaluation of training programs and staff development.

**IHR 36100 Career/Staff Development (3)** Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

**IHR 36200 Employee Training and Development (3)** This course is a specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are included. Projects and exercises supplement readings.

### **Supervision Coursework**

**IHR 35700 Employee Supervision (3)** This course examines the industrial environment and the role of the supervisor. It is directed toward the enhancement of managerial skills and includes a survey of current literature on the subject of leadership.

**IHR 35800 Legal Issues for Human Resource Management (3)** This course examines the various laws relating to the employer/employee relationship. Special emphasis will be placed on topics such as equal employment opportunity, affirmative action,

grievance handling, hiring and termination, training, questions of equity, labor relations, and other issues associated with the management of human resources.

**IHR 35900 Performance Management/Performance Appraisal Systems (3)** Performance appraisal is mandated by the Civil Service Reform Act. This course examines its basic elements, including goal setting, writing behavioral objectives, individual and organizational performance measurement, coaching and counseling, and productivity improvement among both unionized and non-unionized employees. Specific emphasis will be placed on reward systems and methods of positive discipline.

## **Managerial Issues Coursework**

**IHR 33400 Gender Issues in Management (3)** This course focuses on the role of women in management. Areas of study include the function of management, gender differences, barriers to career development, strategies for advancement, the difficult employee, effective communication, motivation, leadership, and problem solving.

**IHR 33500 Managerial Ethics (3)** This course is a study of the nature of business ethics, moral reasoning, and the moral problems of management, i.e., work force reductions, the community, the legal aspect of ethics, areas of marketing, working conditions, and making ethical decisions.

**IHR 33600 Implementing and Managing Diversity (3)** This course aims to increase the awareness and dimension of diversity in the workplace. Areas of study will include the value of diversity and communicating its importance in the workplace, the changing organization, strategies for implementing diversity, and managing a diverse organization.

## **Group Dynamics C**

**IHR 37000 Group Dynamics (3)** This course is the study of motivation, leadership, communication, morale, and intra- and inter-group dynamics, and decision making in organizations.

**IHR 37100 Conflict Resolution (3)** This course is an examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Students will develop skills in leadership, group facilitation, team building, and handling group conflict.

**IHR 41000 Labor Economics & Industrial Relations (3)** This course is a study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration.

## **Human Development & Training Coursework**

**IHR 36000 Adult Learning Processes (3)** This course is a study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on training and development areas. Applications of adult development theory will be applied to the design, development, and evaluation of training programs and staff development.

**IHR 36100 Career/Staff Development (3)** Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on skills and

concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning.

**IHR 36200 Employee Training and Development (3)** This course is a specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are also included. Projects and exercises supplement the reading.

**IHM 46200 Health Care Reform (3)** Student's will propose a method of changing the current healthcare delivery system that will meet the needs of the country.

## **Managed Care Coursework**

**IHM 48000 Essentials of Managed Care (3)** The influence of managed care is felt throughout the healthcare industry. This

course looks at an overview and history of managed care and integrated healthcare delivery systems. The relationship between various provider sectors and managed care will be examined. Basics of medical management and non-medical operational marketing and management will be discussed.

**IHM 48100 Medicare, Medicaid, Legal & Regulatory Issues (3)** Medicare and Medicaid and their relationship to managed care and the challenges they present will be discussed. A brief overview of important current legal topics will also be presented, such as liability for medical management and HIPAA.

**IHM 48200 Contracting in a Managed Care Environment (3)** The complexities and idiosyncrasies of contracting in a managed care environment will be examined in detail. The future challenges of managed care contracting and healthcare services will be numerous, and this course is designed to best prepare health care managers to address those challenges.

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## Faculty

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### **Anderson, Mary**

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